Introduction
This guide explains how to request a budget virement (transfer). Virements allow end users in schools and departments to transfer working budgets between accounts and subprojects.

The process is very similar to requesting a budget re-phase (see PLN04).

⚠️ This process does not apply to externally-funded research budgets or College-led consultancy budgets. These are managed by the Research Office.

Audience
Budget holders and other staff in schools and departments who have budget management responsibilities.

Workflow
This diagram shows the workflow for requesting a virement:

1. Budget holder or administrator
   - Submits request for a virement

2. Management Accounts Team
   - Approves request

Step | Action
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1 | From the main menu select **Planner** then **Transaction > Transaction entry.**

2 | From the **Version** dropdown, select the **Working Budget** for the current financial year.

3 | Click **New Batch.**
   - Note: You may need to click this twice
4 Enter information about the new batch of transactions:

- Auto-numbering series – Batch ID will be assigned automatically on saving
- Description – enter a description for the batch (can be anything here)
- Transaction entry setup – press spacebar and select NONPAY/INCOM

5 Tab twice then click OK.

6 In the Transaction entry screen click Add. This creates the line to move budget from the original account or subproject:

   Complete the line:

   - Account – enter code or type ahead and tab out.
   - SubProject – enter code or type ahead and tab out. The Cost centre, Project code and Legal entity are auto-populated.
   - Note – enter meaningful comment to explain why you are requesting the virement.
   - Profile – leave as is (default for this account)
   - Workflow Status – tab through
   - Curr. Amount – enter the amount as a minus (as you are moving this sum from the original budget). When you tab out, the amount is distributed according to the profile.

8 Now add a second line to move budget to the new account or subproject. Check the box to select the first line and click Copy row.

9 Amend the account and/or subproject and change the amount to a plus (as you are moving this sum to the new budget).

10 Click the Documents icon to attach any supporting documentation (e.g. email conversation)

11 Click Submit all to get the request/batch ready for workflow.

The Workflow Status changes to Ready for workflow.
12 Click Save to submit the request for approval. A Success message is displayed confirming the transactions have been sent into workflow.

13 Click OK.

What happens next?
The virement request is routed to the Management Accounts team for approval. The changes are then posted to the budget.

Where to go for help
Submit an ASK (Finance info>query relating to Budget/Planner)